

I. Instructions for Preparation - Exhibit A Installation Report

A report will be prepared for each punch card and bookkeeping machine installation. Ordinarily, a separate report should be prepared for each but in appropriate circumstances where one type of equipment or the other is incidental, the two types of equipment may be included in a single report. Similarly, where the installation is based on dual-type equipment a single report will be used. Moreover, in some situations, it may be logical to include certain other types of equipment (e.g., specially designed addressing equipment, electric typewriters, adding machines, etc.) which are such an integral part of the total equipment installation as to warrant consideration in this phase of the survey even though some of these types are also reported to General Services Administration under its survey.

Where a subsidiary organizational unit or a bureau has more than one installation a summary report (for each unit or bureau) so designated should be prepared in addition to one report for each installation. If a summary for an entire department or large agency is deemed necessary, it will be worked out individually with the department or agency by the designated GAO representative.

Exhibit A Installation Report and the accompanying narrative supplement shall be submitted to the General Accounting Office (Accounting Systems Division) in an original and two (2) copies not later than October 15, 1953.

It is believed that the captions on Exhibit A Installation Report are generally self-explanatory except as noted below. Any questions should be referred to the designated General Accounting Office representative.

Appropriation or Other Budget Identification - This item is intended as a key for the Appropriations Sub-committee and should be related to the presentation of justification material so that inquiries at appropriation hearings may be addressed to the responsible management entity. If several appropriations or other budget identifications are used to finance the installation, each should be listed with amount charged to each.

Description - Use the Manufacturer's machine type or model number.

Percent of Utilization FY 1953 - This data should be furnished where such statistics have been currently maintained. An 8-hour day should be used as the basis except where multiple shift operations are conducted. If substantial overtime has been employed, it should be so indicated in a footnote. Similarly, second shift or overtime rental should be shown.

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Operating Personnel - This is intended to reflect personnel directly engaged in operating the machines. Averages may be used in lieu of actual data where the data available does not precisely fit this request.

Supporting Personnel - This is intended to reflect personnel required to place documents in order for machine processing, (e.g., coding, blocking, balancing, etc.) but should not include creation of source documents, audit processes not performed mechanically and similar operations that would be performed whether or not machines were used. Averages may be used as above.

Other Personnel - This item is intended to reflect personnel engaged in planning or other staff activities directly related to machine operations but not properly included under the categories described above.

Card and Paper Supplies - Include, as nearly as practicable on a use basis, tabulating cards, listing paper, register forms, ledger and proof sheets, bill forms, etc.

Contract Services - Include work performed by other Government agencies on a reimbursable basis as well as contractual services by private service bureaus. Indicate name of each agency or private service bureau with amount of contract applicable to each.

Functions Performed - A brief explanation should be included under this caption with supplementary material to be attached where necessary to present an understandable description of major functions. Where many individual jobs of an unrelated character are also performed a "miscellaneous" category should be used and should be supported by a schedule with specific identification of repetitive jobs. Where several field installations perform identical functions the description of them need be shown only on the summary. Some measure of the relative effort devoted to each function should be indicated. This can be done by a percentage distribution and/or by a distribution of the total dollar cost shown under operating data. Such information need not be shown in detail for miscellaneous jobs unless a substantial portion of the total is involved.

In any case where the space provided is inadequate use an attachment.

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## II. Narrative Supplement

Comments concerning the points outlined below may be submitted on basis of an organizational unit below the bureau level, by bureau or in some cases by agency, where appropriate. In general, the comments should be consistent with the management entity responsible for the point under discussion. Schedules or tables may be used where appropriate.

### A. Special Factors

Under this heading explain any special or unusual circumstances that are believed to be peculiar to your installation(s) and which create special problems relative to machines, personnel, etc. This heading may be used to supplement the background data shown on Exhibit A in tabular form.

### B. Management Controls

Under this heading outline briefly the management control devices in use such as: authorization required to undertake new jobs or discontinue existing ones; extent of standardized procedures; type of utilization reports or other workload data, how developed and how used; production standards and their use; bases for ordering or releasing equipment; policy relative to standby equipment, periodic surveys or inspections; and any other controls considered pertinent. Statistics on machines discontinued or declared excess from January 1, 1953 through June 30, 1953 will be included under this heading.

### C. Agency Evaluation

Under this heading indicate why present approach is deemed most effective means of accomplishing the job, including, where appropriate, such factors as: economies involved in using equipment, volume, repetitive or multiple use of media, speed required to obtain end product, reports prepared and use made of them, mechanical accuracy, and any other factors considered pertinent.

D. Discussion of Possibilities for Economy through Consolidation of Installations

The Appropriations Committee is interested in the possibilities of economies which might result from larger units (e.g., fewer geographical locations leading to reduction of idle time, etc., in marginal or small installations) or by the operation of service units available to more than one bureau or agency. Cover any pertinent factors not previously discussed under other headings.

III. Analysis of Machines Not in Use

Where the agency has machines not in use and not covered by the installation reports, a separate report should be prepared showing them as warehouse stock or dead storage, (either excess or surplus) with an explanation regarding the necessity for each type and plans for their use or disposition.

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